



Nevada Cannabis Compliance Board

Agent Fingerprint Submission Instructions

1. YOU MUST SUBMIT YOUR AGENT CARD APPLICATION IN THE CANNABIS CUSTOMER PORTAL (ACCELA) PRIOR TO BEING FINGERPRINTED. Complete/print a Cannabis Agent Fingerprint Submission Form to bring to your fingerprinting site. The fingerprint technician will stamp, sign, date and annotate the Transaction Control Number (TCN#), if applicable, in the lower right corner of the form and return it to you.
2. State-specific data for the fingerprint card:
ORI: NV920714Z
MNU: 152108
3. LiveScan (electronic) submission of fingerprints is REQUIRED for all applicants who will be fingerprinted in Nevada, unless access to a LiveScan facility is not feasible. Instructions for applicants who will be fingerprinted in another state appear in number 5 below.
4. Select a fingerprinting site (Nevada). Fee information and lists of law enforcement and private fingerprinting sites are posted on the DPS Website:
<http://rccd.nv.gov/FeesForms/Fingerprints/>
5. Fingerprinting in states other than Nevada: Obtain physical fingerprint cards (form FD-258) from an authorized fingerprinting site in your state. Complete all required information as indicated above. Mail the fingerprint card(s) and a cashier's check or money order made payable to the Nevada Department of Public Safety (or NV DPS) to:

Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, NV 89706
6. Upload the completed, signed and stamped Agent Applicant Fingerprint Submission Form into your agent application within the Accela Cannabis Customer Portal.

If any of the required information is missing or incomplete, the request will not be processed by DPS and may cause delays or possible denial of your agent card application.



Nevada Cannabis Compliance Board

Agent Applicant Fingerprint Submission Form

YOU MUST SUBMIT YOUR AGENT CARD APPLICATION IN ACCELA PRIOR TO BEING FINGERPRINTED. FINGERPRINTS TAKEN PRIOR TO THE APPLICATION DATE WILL NOT BE ACCEPTED:

Provide this form to the fingerprint technician at the time fingerprints are taken. Upload the completed, stamped form into your agent card application in the Accela Cannabis Customer Portal. Fingerprint technician: Please ensure that you see a photo ID for identity verification purposes prior to fingerprinting. Also, please enter the required information in the lower right-hand corner and return this form to the applicant for submission to the Cannabis Compliance Board.

Please type or print legibly. All fingerprints must go to DPS for processing. Electronic Submission to DPS is REQUIRED unless being fingerprinted outside of Nevada or access to a LiveScan facility is not feasible.

Applicant Information

NAME (FIRST MIDDLE LAST)	SOCIAL SECURITY NUMBER (optional)
PHYSICAL ADDRESS LINE 1 (ADDRESS ON GOVERNMENT ID)	DATE OF BIRTH
PHYSICAL ADDRESS LINE 2	MOBILE PHONE NUMBER
PHYSICAL CITY, STATE ZIPCODE (TOWN, CITY, PROVINCE, POSTAL CODE)	HOME PHONE NUMBER

Establishment Information (If owner, officer or board member)

ESTABLISHMENT NAME	ESTABLISHMENT ID #
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Check Reason Fingerprinted

MNU (Account #): 152108 ORI: NV920714Z

<input type="checkbox"/> Cannabis Establishment Agent Card for an Employee, Volunteer, or Contractor NRS 678B.340	FINGERPRINT AGENCY STAMP
<input type="checkbox"/> Cannabis Establishment Agent Registration Card for a Cannabis Executive or Existing Owner, Officer or Board Member NRS 678B.350	
<input type="checkbox"/> Prospective Owner/Officer/Board Member Initial Establishment Licensing for Medical Establishment NRS 678B.210	TCN#
<input type="checkbox"/> Prospective Owner/Officer/Board Member Initial Establishment Licensing Adult-Use Establishment NRS 678B.250	DATE
	FINGERPRINT REPRESENTATIVE SIGNATURE